

THE FOLLOWING IS A LIST OF DOCUMENTS REQUIRED FOR THE BEER OR WINE OUT-OF-STATE CERTIFICATE OF APPROVAL LICENSES

You must complete and return the following to apply for these licenses:

1. Master Application Form
2. Non-Retail Liquor License Addendum Form

We have also provided the following blank forms for you to complete and return to the Washington Liquor Control Board, or which can also be returned with your application filing if you prefer:

3. Non-Retail Tied House Statement
4. Beer and Wine Tax Payment and Reports Agreement
5. Beer/Wine Suppliers Price Schedule (monthly reports may be submitted via the Internet)
6. Manufacturers, Importers, and Wholesalers Authorization Form (appointing an authorized representative)

You will also be contacted by the Washington Liquor Control Board regarding submission of the following information:

7. A copy of your **BATF Permit** (for breweries, the “**Brewers Notice**”; for wineries, the “**Wine Producer and Blender Basic Permit**; for Brand Owners, the “**Wine and/or Malt Beverages Wholesalers Basic Permit**”) - - If your permit is in process of being revised (i.e., for change of ownership), enclose a copy of the revision application along with a copy of your most recent permit.
8. A copy of the **BATF Label Approvals**
9. A copy of your **Brewery, Winery, or Distributor license** from the state your business is located in.
10. A copy of the **letter appointing a distributor** (This may simply be a list of the licensed Washington importers/distributors to whom you plan to sell your products. It is not necessary to designate specific areas or products for each distributor.)
11. **Brand Owners** must submit a **letter from the producing brewery or winery** stating you are the brand owner.

For more information about these requirements, you may contact:

FERN NORTON
(360) 664-1640
Non-Retail Compliance Specialist
Washington Liquor Control Board
MIW Section, Licensing and regulation

LAURA PLONSKI
(360) 664-1637
Non-Retail Compliance Specialist
Washington Liquor Control Board
MIW Section, Licensing and regulation